

**CALIFORNIA BOARD OF ACCOUNTANCY**

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TYPE E APPLICATION MATERIALS CHECK LIST

This **Checklist** is intended to assist you with filing a complete **Type E Application** – An applicant who passed the **Canadian Chartered Accountant Uniform Certified Public Accountant Qualification Examination (CAQEX)** of the **American Institute of Certified Public Accountants (AICPA)** or the **International Uniform Public Accountant Qualifications Examination (IQEX)** of the **AICPA** and the **National Association of State Boards of Accountancy (NASBA)**.

All applicable items listed must be completed and submitted for your application to be processed.

**FORMS**

- ☐ Application for Certified Public Accountant License (Form 11A-5).
 - ☐ Criminal Conviction Disclosure Form (Form 11A-27).
 - ☐ **California Residents** - Live Scan Service Form for applicants residing in California (Form 11L-67).
 - ☐ **Out-of-State Residents** - Two (2) fingerprint cards for applicants residing outside California - **Not available on the Board's Web site.**
 - ☐ General or Attest Certificate of Experience – Public Accounting (Forms 11A-29 and 11A-6A, respectively) from each public accounting employer documenting your general or attest experience.
- and/or**
- ☐ General or Attest Certificate of Experience – Nonpublic Accounting (Forms 11A-29A and 11A-6) from each nonpublic accounting employer documenting your general or attest experience.

**DOCUMENTATION**

- ☐ Passage of the **California Professional Ethics (PETH)** examination provided by the California CPA Education Foundation. The California CPA Education Foundation will notify the Board when you have successfully passed the examination.
- ☐ **Original letter** from the AICPA or NASBA attesting to passage of the CAQEX or IQEX Examination.
- ☐ One (1) current 2" x 2" photograph.

**FEES**

- ☐ Application Processing Fee - \$250 (nonrefundable).
 - ☐ Live Scan Fingerprint Processing Fee – Must be paid directly to the Live Scan Service for applicants residing in California.
- or**
- ☐ Fingerprint Processing Fee - \$56 for applicants residing outside California (nonrefundable).

IMPORTANT!!! – YOUR APPLICATION FOR LICENSURE WILL NOT BE CONSIDERED COMPLETE UNTIL YOUR CRIMINAL HISTORY RECORD CHECK IS COMPLETED, AND ALL OTHER REQUIRED DOCUMENTATION IS RECEIVED.